How to Register for a Course on TRAIN
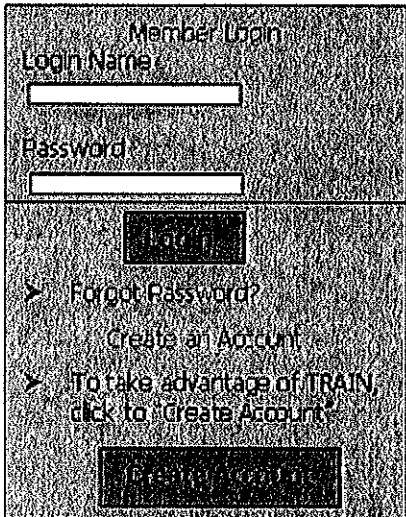
Welcome to GSC's e-Learning Program. Here are instruction on how to create an account in TRAIN.

In order to participate in this online course please print and follow the instructions below:

Please print this page and read the instructions thoroughly.

How to Register Initially in TRAIN

➢ Type "ky.train.org " into the address field of your browser to get to the KY TRAIN site. (Remove the http:// and/or www)

➢ Click on "Create Account" which appears underneath the login on the left hand side of the screen. (Do this only once.) If login name or password has been misplaced, contact Hardin Stevens at 502-564-4990 x 3639 or by email at: hardin.stevens@ky.gov.

➢ Fill out all the necessary information on the subsequent pages. Required fields are indicated with a red asterisk (*). Do not hit the "Back" button at any time during the registration process.

➢ Answer the secret question at the bottom of the page with an easy-to-remember, one-word answer. In the event that you forget your password, this question will be posed as a security measure during the password retrieval process. Click "Next" when finished.

➢ On the resulting page, you will be asked to provide your location, job role and additional professional information. Please select up to 3 professional roles that best match your job description. Some roles may require you to select a specialization from the adjacent drop down menu. If you select "Other," please type your specialization in the space provided. Click "Next" when finished.

➢ MRC Member – Leave this unchecked unless you are a member and Click "Next".

➢ On the resulting page, please select the 3 settings that best fit your work environment. Click "Next" when finished.

➢ On the resulting page, additional demographic information will be requested. This information is not required for registration. Click "Continue" to finish registering for TRAIN. You are now free to enter the site. Note: Learner information can be edited at any time after registration under "My Account" of the My Learning Record. It is important to keep this information current.

How to Register for Course, Complete Evaluation

➤ Logon to: ky.train.org (remove the http:// and/or the www)

➤ Enter the Login Name and Password that you established as you registered as a TRAIN learner.
(If you have not registered as a TRAIN learner, follow the instructions above.)

➤ **If login name or password has been misplaced, contact Hardin Stevens at 502-564-4990 x 3639 or by email at: hardin.stevens@ky.gov.**

➤ **Click the Login button**

➤ **Enter the Course ID Number in the "Search By Course ID" box on the right side of the Homepage. This number will be supplied to you upon enrollment in Pathlore via email.)**
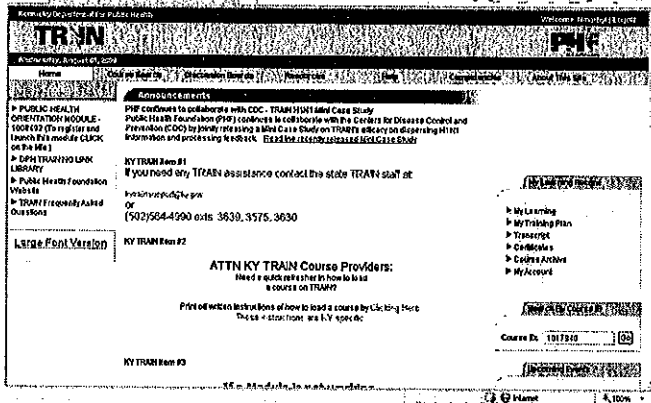
➤ **Click the title of the course/offering**
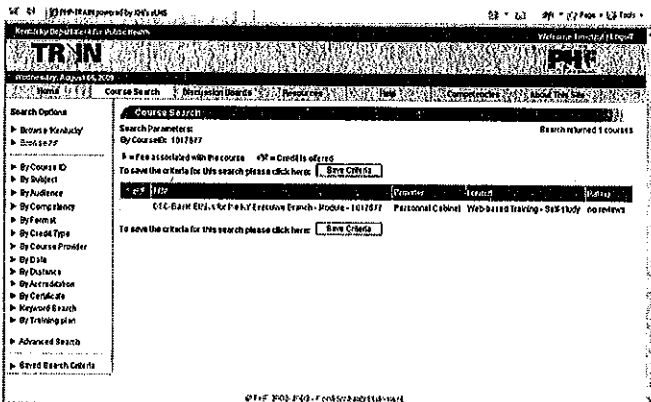
➤ **Click the Registration Tab**
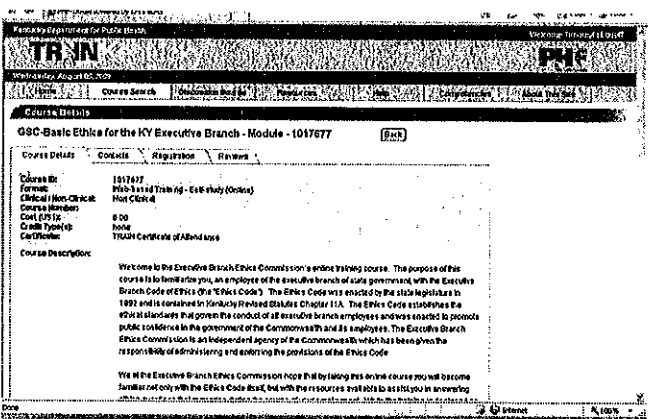
➤ **Type in the Enrollment Code (This number will be supplied to you upon enrollment in Pathlore via email.)**
➤ **Click on the "Launch" button.**

➤ **Click on the course you want to participate in.**

How to Withdraw from a Course
➤ Login to T.R.A.I.N. and click on My Learning under the My Learning Folder.
➤ Click on the [M] beside of the course that you wish to withdraw, click "Withdraw", OK and Back.
➤ For information about this course, contact Tim Anderson at 502-564-7455 ext. 247 or by email at tim.anderson@ky.gov.
➤ For information about your login name, password, or the TRAIN LMS, contact Hardin Stevens @ 564-4990 X 3639 or by email: hardin.stevens@ky.gov.